



# Chicago Metropolitan Agency for Planning

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[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## **Program Analyst (PA008)** **September 17, 2010**

Company/Agency: **Chicago Metropolitan Agency for Planning**  
Job Category: **Assistant Planner**  
Experience Required: **0-2 years**  
Salary Range: **\$42,000 – \$58,800**

The Chicago Metropolitan Agency for Planning (CMAP), is seeking to hire a Program Analyst. The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. By state and federal law, CMAP is responsible for developing *GO TO 2040*, metropolitan Chicago's comprehensive regional plan. To be implemented starting in fall 2010, the plan will be based on a diverse, coordinated set of strategies to address projected population growth of more than 2 million new residents by 2040, which has significant implications for transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) and [www.goto2040.org](http://www.goto2040.org) for more information.

### **Position Description**

The incumbent in this position assists in developing, tracking, and analyzing the Transportation Improvement Program (TIP) and the Congestion Mitigation and Air Quality Improvement Program (CMAQ). This position also assists in ensuring compliance with federal planning and environmental regulations, so that the programs and analyses may be approved by the federal government.

### **Essential Functions**

1. Collect CMAQ proposals, enter them in databases, and evaluate and rank proposals for emissions benefits.
2. Assist in the preparation of a proposed program and prepare recommendations for CMAQ Project Selection Committee action.
3. Collect and evaluate information on CMAQ project status.
4. Develop methods and analytic strategies measuring the air quality and congestion benefit of transportation projects.
5. Recommend changes and enhancements improving the development and implementation of the CMAQ program.
6. Assist in collecting, developing, maintaining and analyzing information required for the TIP, including project information, federal regulations and TIP documentation.
7. Assist in maintaining data required for the TIP geographic information system and assist in producing assignable travel demand model networks and data required for the regional indicators project.
8. Assist in maintaining and documenting relational databases necessary to produce the TIP and the CMAQ Program including preparation of user manuals and instructions, and assisting other, incidental users.

9. Prepare agendas, minutes, notices, memoranda and other materials for committee meetings.

**Qualifications and Skills**

Familiarity with relational databases. Strong analytic abilities. Ability to implement analyses using spreadsheets, databases, statistical software and GIS. Experience with geographic information system software. Ability to accurately manage large amounts of detailed information. Good written and oral communications skills.

**Education and/or Experience**

An undergraduate or graduate degree in transportation planning, transportation engineering, urban planning, public policy or a related field.

**Contact Information**

Send your cover letter and resume with contact information and Job Code (AP008)

Email:

[hresources@cmap.illinois.gov](mailto:hresources@cmap.illinois.gov)

Mail:

Human Resources

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Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.